

HOME OCCUPATION CLEARANCE FORM

NAME OF HOME OCCUPATION _____

APPLICANT'S NAME: _____

ADDRESS: _____

EMAIL: _____ PHONE NUMBER: _____

WEBSITE: _____

PROVIDE A DETAILED DESCRIPTION OF THE BUSINESS AND HOW IT WILL FUNCTION, INCLUDING THE ACTIVITIES THAT WILL TAKE PLACE WITHIN THE HOME: _____

- | | <u>YES</u>
Y | <u>NO</u>
N |
|--|-----------------|----------------|
| 1. WILL THERE BE MORE THAN TWO (2) HOME OCCUPATIONS CONDUCTED FROM THE HOME? | Y | N |
| 2. WILL THE HOME OCCUPATION(S) BE OPERATED BY MORE THAN TWO (2) INDIVIDUALS? | Y | N |
| 3. WILL THE HOME OCCUPATION REQUIRE THE USE OF MORE THAN 15% OF THE TOTAL FLOOR AREA OF THE DWELLING? | Y | N |
| ❖ Where in the home will the business be conducted (cannot be conducted in the garage or outside of the residence)?
_____ | | |
| 4. WILL THE HOME OCCUPATION REQUIRE ANY ADDITION, ALTERATION, OR EXTERIOR REMODELING? | Y | N |
| ❖ If yes, a building permit will need to be processed. | | |
| 5. WILL THE HOME OCCUPATION RESULT IN THE ELIMINATION OF ANY REQUIRED OFF-STREET PARKING? | Y | N |
| ❖ If yes, the home occupation may not be approved. | | |
| 6. WILL THE HOME OCCUPATION REQUIRE THE STORAGE OF FLAMMABLE OR HAZARDOUS MATERIALS AT THE RESIDENCE? | Y | N |
| ❖ If yes, the home occupation cannot be approved. | | |
| 7. WHAT HOURS WILL THE HOME OCCUPATION OPERATE? | | TO |
| 8. VEHICLE(S) RELATING TO THE HOME OCCUPATION(S) ARE ALLOWED AS LONG AS THEY ARE NOT LARGER THAN A STANDARD PICKUP OR VAN - WILL ANY BUSINESS-RELATED VEHICLE BE STORED AT THE HOME? | Y | N |
| ❖ If yes, what type of vehicle? _____ | | |

9. WILL ANY EQUIPMENT OR MATERIAL RELATING TO THE HOME OCCUPATION, OTHER THAN PERMITTED VEHICLES, BE STORED OUTSIDE OF THE HOME? Y N
- ❖ If yes, the home occupation cannot be approved.
10. WILL THERE BE DELIVERY OF MATERIALS TO THE RESIDENCE? Y N
- ❖ If yes, provide the number of deliveries _____
- ❖ Frequency of deliveries _____
- WILL THE DELIVERIES BE MADE BY VEHICLES LARGE THAN AN AUTOMOBILE, PICKUP, OR TYPICAL DELIVERY VAN? Y N
- ❖ If yes, the home occupation cannot be approved.
11. WILL THERE BE PERSONAL CONTACT WITH CUSTOMERS AT THE APPLICANT'S RESIDENCE? Y N
- ❖ If yes, contact the Community Development Department at 434-2470 to discuss the proposed use and whether or not the home occupation can be approved.
12. WILL THE HOME OCCUPATION CREATE ADVERSE LEVELS OF NOISE OR ODORS ABOVE THE AMBIENT LEVELS IN THE SURROUNDING NEIGHBORHOOD? Y N
- ❖ If yes, the home occupation cannot be approved.
13. WILL THE HOME OCCUPATION INVOLVE COMMERCIAL FOOD HANDLING, PROCESSING, OR PACKING? Y N
- ❖ If yes, attach the Cottage Food Operation permit from Placer County.
14. DO YOU OWN THE HOME WHERE THE HOME OCCUPATION WILL BE CONDUCTED? Y N

IF YOU DO NOT OWN THE HOME, PLEASE HAVE THE PROPERTY OWNER COMPLETE THE FOLLOWING TO ALLOW THE HOME OCCUPATION:

14A. PROPERTY OWNER'S NAME: _____

OWNER'S ADDRESS: _____

OWNER'S PHONE NUMBER: _____

OWNERS' SIGNATURE: _____

I hereby apply for a home occupation permit. I certify that the information given herein is correct and complete; that I understand the terms and conditions applicable to a home occupation; and, further state that I agree to abide fully by all regulations contained in Lincoln Municipal Code Chapter 18.62.

I agree to notify the City if I abandon the business, I move, or if any other significant changes in the operation of the business.

SIGNATURE _____ DATE _____

FOR OFFICIAL USE ONLY

This permit is not transferable to another location without City approval. It may not be assigned to another person and is only valid for the specific address listed.

APPROVED: _____ DATE _____

DENIED: _____ DATE _____

APPLICATION FOR A HOME OCCUPATION

A Home Occupation is a business activity carried on within a dwelling by its inhabitants(s). The activity must be incidental to the residential use of the dwelling and must not change the residential character of the surrounding area by generating more traffic, noise, or storage of material than would otherwise be expected in a residential zone.

A Conditional Use Permit is required when- EXCEPT AS PROVIDED IN SECTION 18.62.060 & 18.62.060 (B), no business use of a residential unit shall be conducted within any dwelling unit located within a residential zone.

HOME OCCUPATION CLEARANCE, CONDITIONS, AND LIMITATIONS; THE FOLLOWING REGULATIONS SHALL APPLY TO HOME OCCUPATIONS IN DWELLING UNITS LOCATED IN ANY RESIDENTIAL DISTRICT:

A. A home occupation shall be permitted without the issuance of a conditional use permit, subject to an occupant's compliance with the following conditions and limitations:

1. No more than two (2) home occupations shall be permitted in a dwelling unit.
2. The home occupation(s) shall be operated by no more than two individuals, both of whom shall be inhabitants of the dwelling unit.
3. The home occupation(s) shall not require the use of more than fifteen percent of the total floor area of the dwelling as a residence.
4. The home occupation(s) shall not require the elimination of required off-street parking spaces.
5. The home occupation(s) shall be conducted solely within the dwelling unit and not within a garage or other accessory building or on or within an unenclosed area.
6. No signs advertising the home occupation(s) shall be allowed.
7. The home occupation(s) shall not require the storage of flammable or hazardous materials.
8. Vehicles relating to the home occupation(s) shall not be parked at the subject residence if they are longer than a standard pickup or van. Not more than one vehicle specifically for use in conjunction with each home occupation shall be permitted.
9. No equipment or material relating to a home occupation (other than a permitted vehicle) shall be parked or stored outside of the subject residence.
10. The home occupation(s) shall not create adverse levels of noise, dust, odors, or vibrations above the ambient levels in the surrounding.
11. The person conducting each home occupation shall pay a business license fee in the amount set by City resolution.
12. The city may, from the hours of 7 a.m. to 6 p.m., enter the premises for the purpose of inspecting to determine whether or not the conditions of this subsection are being complied with.
13. Home occupation(s) will have limited business hours of 7 a.m. to 6 p.m. only.
14. No home occupation(s) permit(s) shall be issued which involve commercial food handling, processing, or packing.
15. The delivery of materials to the residence shall not exceed more than two (2) deliveries of products or materials per day. No delivery shall involve the use of commercial vehicles, no delivery shall be by vehicles larger than an automobile, pickup, or typical delivery van, such as but not limited to, UPS, FedEx, and USPS-type home pick-ups and deliveries.

B. Notwithstanding subsection A of this section, home occupations located in any residential district that involve the following activities shall require the issuance of a conditional use permit pursuant to Section 18.62.020:

1. Personal contact with customers at the applicant's residence.
2. The making of merchandise for sale. A use permit may be issued provided that the storage of such merchandise does not exceed total allowable area for home occupations and does not require the transporting of material or finished product by means other than an automobile, pickup or standard size van, and shall not create adverse levels of noise in the surrounding neighborhood;
3. Delivery of materials to the subject residence. A use permit may be issued if deliveries exceed more than two (2) deliveries of products or materials per day. In no case shall deliveries involve the use of commercial vehicles, no delivery shall be by vehicles larger than an automobile, pickup, or typical delivery van, such as but not limited to, UPS, FedEx, and USPS-type home pick-ups and deliveries.
4. Three (3) or more home occupation(s) in a dwelling unit.

VIOLATIONS. VIOLATION OF ANY PROVISION OF THIS CHAPTER OR ANY CONDITION OF A USE PERMIT ISSUED AS PROVIDED IN THIS CHAPTER CONSTITUTES A MISDEMEANOR. ANY SUCH VIOLATION IS FURTHER DECLARED TO BE A PUBLIC NUISANCE AND MAY BE ABATED AS PROVIDED BY LAW. (Ord. 464B 1(part), 1984)